



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 04-03-033E	OPENING DATE: 07-25-05 ( <b>Updated</b> )	OPEN UNTIL FILLED	OPEN TO ALL APPLICANTS
POSITION: Official Court Reporter JS-312-11	TYPE OF APPOINTMENT: Career Service		SALARY: \$52,468 - \$68,209 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Court Reporting and Recording	LOCATION: 500 Indiana Avenue, NW	Tour of Duty: Full-time	

### PROMOTION POTENTIAL TO JS-12

**BRIEF DESCRIPTION OF DUTIES:** Provides verbatim reporting of judicial and administrative proceedings. Provides accurate and timely transcripts of court proceedings that constitute official court records. Safeguards stenographic notes and tapes of proceedings, properly identifying records by date, judge, case title and other identifying information. Submits Daily Worksheet and other routine paperwork to Division Director as requested.

**MINIMUM QUALIFICATIONS:** Diploma or degree from a court reporting school that is accredited by the National Court Reporters Association, plus two (2) years of experience in court reporting. In addition, candidates must be able to furnish adequate equipment for the efficient performance of duties, and must be able to lift materials of up to forty pounds. Please submit a copy of your diploma, degree or transcript, as well as your most recent performance evaluation with your application.

**SELECTION PROCESS:** A court reporting skills test may be administered to qualified applicants. CM, RPR, CSR or CRR certification may be accepted in lieu of the test. A structured oral interview may also be required. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

Submit Court Application to:

DC Courts, Human Resources Division, 500 Indiana Avenue NW, Washington, DC 20001. For further information call (202) 879-0496, FAX 202-879-4212, visit us on the web at [www.dccourts.gov](http://www.dccourts.gov)

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.